

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	DIVISION MANAGER - COMMUNICATIONS
CLASS CODE:	2097
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	02/03/2014 (REVISED 02/25/2013 VERSION)
DEPARTMENT:	PUBLIC WORKS

---

## JOB SUMMARY

Under general direction of the Associate Director - Public Works, performs managerial and advanced technical work in overseeing communications systems of Utah County Government.

## ESSENTIAL FUNCTIONS

Plans, organizes, and directs administrative and technical operations for county communications systems including telephone, two-way radio, microwave, telemetry, closed circuit and cable television, fiber optics, video arraignment, and satellite receiving and up-link.

Consults with elected officials, department heads, and other agencies to determine current and future communications needs.

Supervises and directs the design, installation, and maintenance of all communications cabling infrastructure including communications cabling within facilities and outside plant telecommunications cabling.

Directs planning and research activities within the division.

Works with the Information Systems Department to provide data transmission systems.

Negotiates and manages contracts related to electronics and communications services and systems.

Supervises billings to all departments for communications services.

Makes staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, reviews, and maintains, reports, daily work records, time cards, payroll information, work specifications, schematic drawings, written operating instructions, reference files, and appropriate personnel documentation within the division.

Coordinates development of equipment standards, service contracts, and proposal and bid specifications. Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Assists in the preparation of the division budget; monitors and approves purchase orders and expenditures.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** the installation, operation and application of microwave, data communications, telemetry, two-way radio, video, satellite, and AC/DC electrical power systems; federal, state, and local regulations concerning installation, operation, and maintenance of communications systems; supervisory techniques; safety procedures related to communications systems.

**Considerable Knowledge of:** the installation, operation and application of at least one of the following areas: Avaya PBX telephone systems; Motorola public safety radio systems.

**Skill in:** reading, writing, and math; creating and maintaining files, records, and reports; electronic design and technical writing; analytical problem solving; systems analysis, and project management; the configuration and use of computer hardware and software.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; effectively supervise, motivate, and guide subordinates; communicate effectively verbally and in writing; coordinate multiple tasks efficiently.

### **PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; and communicates via radios.

**Occasionally:** lifts or otherwise moves objects weighing up to 60 pounds; ascends or descends ladders, scaffolding, ramps, poles, high towers, and the like; uses tools or equipment requiring a high degree of dexterity.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is often performed in environmentally controlled and partially environmentally controlled rooms, but also requires field work which is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work regularly exposes incumbent to high levels of noise. Field work exposes incumbent to hazardous chemicals, and possible bodily injury from moving mechanical parts of equipment, tools, or machinery, and therefore, requires the use of protective devices such as masks, goggles, and gloves. Field work exposes incumbent to possible bodily injury from exposure to high-power radio frequency emissions, possible electrocution hazard when working near power lines, and to unknown and dangerous conditions.

### **EDUCATION AND EXPERIENCE**

Bachelor degree in electronics, telecommunications or a closely related field and five (5) years of work experience that demonstrates considerable knowledge and competency in the installation, operation, and application of either public safety radio and microwave systems or Avaya PBX telephone systems.

Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory experience or to applicants with fiber optics experience.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

- Selected Applicants may be subject to a background check.
- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicant must possess an applicable FCC, APCO, PCIA, ETA, BICSI or equivalent certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.